



REAL PROPERTY ASSESSMENT DIVISION  
DEPARTMENT OF BUDGET AND FISCAL SERVICES  
CITY AND COUNTY OF HONOLULU

PARCEL ID (TMK)

## CLAIM FOR HOME EXEMPTION

Sections 8-10.4 and 8-10.5, ROH

*Please read instructions on the back before completing this form*

PRINT OWNER/OCCUPANT'S NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH
OWNER/OCCUPANT'S SIGNATURE (See certification below)	HOME PHONE NUMBER	BUSINESS PHONE NUMBER

PRINT OWNER/OCCUPANT'S NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH
OWNER/OCCUPANT'S SIGNATURE (See certification below)	HOME PHONE NUMBER	BUSINESS PHONE NUMBER

PROPERTY (PARCEL) ADDRESS	APT	CITY	STATE	ZIP
MAILING ADDRESS IF DIFFERENT FROM PROPERTY ADDRESS	APT	CITY	STATE	ZIP

How many living units are located on this parcel? \_\_\_\_\_ living units  
(Your Co-op unit or Condominium unit counts as one living unit for purposes of this exemption claim)

How many owners reside on this parcel? \_\_\_\_\_ owners

How many owners living in this unit? \_\_\_\_\_ owners

Is any portion of this parcel or living unit being used as a rental or for business purposes? ☐ No ☐ Yes

If "Yes," indicate the building area (square feet) used for rental or business purposes: \_\_\_\_\_ square feet

I am a legal resident of: \_\_\_\_\_  
Country State County

Do you have a home exemption anywhere else? ☐ No ☐ Yes

If "Yes," list the Tax Map Key and/or address of the parcel: \_\_\_\_\_

For proof of filing the home exemption, do one of the following:

1. Deliver to RPAD, 842 Bethel St. Basement, Honolulu, HI 96813; or RPAD, 1000 Uluohia St #206 Kapolei HI, 96707 or any Satellite City Hall requesting a receipted copy.
2. Mail to RPAD, 842 Bethel St. Basement, Honolulu, HI 96813; or RPAD, 1000 Uluohia St #206 Kapolei HI, 96707 and include a self-addressed envelope to receive a receipted copy.
3. Mail via Certified Mail to RPAD, 842 Bethel St. Basement, Honolulu, HI 96813; or RPAD, 1000 Uluohia St #206 Kapolei HI, 96707
4. Mail via Registered Mail to RPAD, 842 Bethel St. Basement, Honolulu, HI 96813; or RPAD, 1000 Uluohia St #206 Kapolei HI, 96707

### CERTIFICATION

I (we) certify that I own and occupy this home in accordance with Section 8-10.4, ROH, and that the foregoing is true and correct to the best of my knowledge. I understand that any misstatement of facts will be grounds for disqualification. I also understand if I cease to qualify for such exemption, I must report to the assessor within 30 days this change in facts or status. Failure to report a change in facts or status will result in disqualification and penalties.

### FOR OFFICIAL USE ONLY

Received By: _____	Tenancy #: _____	Building Exemption %: _____
Date Received (U.S. Postmark): _____	Building #: _____	Land Exemption %: _____
For Tax Year: _____	Building #: _____	

## **HOME EXEMPTION REQUIREMENTS**

The real property is owned and occupied as the *owner's principal home* as of the assessment date by an individual or individuals. *Owner's principal home* means occupancy of a home in the city with the intent to reside in the city. Intent to reside in the city may be evidenced by, but not limited to, the following factors: occupancy of a home in the city for more than 270 calendar days of a calendar year; registering to vote in the city; being stationed in the city under military orders of the United States; and filing an income tax return as a resident of the State of Hawaii, with a reported address in the city.

Your ownership must be recorded at the Bureau of Conveyances on or before *September 30<sup>th</sup>* preceding the tax year for which such exemption is claimed.

You file the claim for homeowner exemption with the Real Property Assessment Division, Department of Budget and Fiscal Services, City and County of Honolulu, on or before *September 30<sup>th</sup>* preceding the tax year for which such exemption is claimed.

If you are a lessee with a lease that has a term of five or more years and the parcel is used for residential purposes, the lease and any extension, renewal, assignment or agreement to assign the lease has been recorded at the Bureau of Conveyance, and the lessee agrees to pay all real property taxes during the term of the lease, you may qualify for the home exemption.

## **SOCIAL SECURITY NUMBER**

The social security number is requested for the purpose of verifying the identity of the claimant. The request is authorized under the Federal Social Security Act (42 U.S.C.A. Sec. 405(c)(2)(C)). Disclosure is voluntary and will not affect the allowance of a claim for exemption, but failure to disclose may result in delays in determining eligibility. If disclosed for purposes of this exemption, social security numbers will not be subject to public access.

## **INSTRUCTIONS**

1. **Proof of age required for multiple home exemption:** If applying in person, present proof of age for all applicants, such as driver's license, state identification, birth certificate, or other government or legal document. If applying by mail, complete the claim form and submit a photocopy for proof of age of all applicants, such as driver's license, state identification, birth certificate, or other government or legal document.
2. If there is more than one living unit or building on this parcel, draw a plot plan below showing the location of the living unit where the owner or owners reside and the other living units or buildings on the parcel.
3. Deliver or mail the claim form with supporting documentation to:

**Real Property Assessment Division**  
**842 Bethel Street, Basement**  
**Honolulu, Hawaii 96813**  
**Telephone: (808) 527-5510 or 527-5539**  
**Fax: (808) 527-5540**

**Real Property Assessment Division**  
**1000 Uluohia Street #206**  
**Kapolei, Hawaii 96707**  
**Telephone: (808) 692-5541**  
**Fax: (808) 692-5550**

**(NOTE: For a receipted copy, submit with a self addressed stamped envelope.)**

4. Claim forms are also accepted at all Satellite City Halls. Claims submitted at Satellite City Halls need to be in duplicate. Additional claim forms are available at the Real Property Assessment Division, Satellite City Halls, and the City and County of Honolulu's website at ***<http://www.honolulu.gov/rpa>***

## **PLOT PLAN**